

SCOPE OF SERVICES

The State of Hawaii Department of Labor and Industrial Relations (STATE) will be conducting six (6) Small Business Workshops through its Hawaii Occupational Safety and Health Division (HIOSH) on Oahu and the neighbor islands. Two (2) workshops will be held on Oahu (Downtown Honolulu and Leeward Oahu); two (2) on the Big Island (Hilo and Kona); and one (1) on each on the islands of Kauai and Maui.

The purpose of the workshops is to help small business owners (businesses with less than 100 employees) in designing and implementing effective safety and health programs; reducing accidents and workplace injuries; and creating a safe and healthful work environment. The projected goal is to have at least 100 attendees to participate in each of the six (6) workshops.

The CONTRACTOR shall, in a satisfactory and proper manner as determined by the STATE, and in accordance with the terms and conditions of this contract, provide coordination and promotional services for the workshops. The CONTRACTOR shall plan and execute the following objectives for all six (6) workshops including:

1. Developing the workshop agenda, including creating professional presentations for use at the workshop and/or assisting various speakers with their presentations;
2. Obtaining professional safety and health speakers either on the basis of paid or strictly voluntary;
3. Securing workshop facilities and working with a designated representative from each location, to coordinate all site logistics, including, but not limited to, reservations for meeting rooms/sites; payment for all refreshments; parking for attendees of each workshop; multi media (audiovisual) equipment; and payment for each location;
4. Recruiting vendors to promote their safety and health related products and services at the conference;
5. Developing promotional materials such as brochures; advertisements; print media; radio ads; posters and signage; invitations and r.s.v.p.'s; entertainment (as applicable);
6. Organizing a communications plan, including, but not limited to, creating scripts; securing moderators; planning rehearsals and "dry runs"; stage layout and management; reception services/management; registration tables; creating badges; follow-up process and mechanism for referrals or requests from attendees for assistance;
7. Developing hand-outs and collateral materials for attendees;

8. Attending planning meetings with the Department of Labor and Industrial Relations' Director and designated representatives to create timelines and action items. Planning will be conducted via scheduled meeting(s) with the STATE;
9. Developing databases of all respondents and actual attendees (i.e. Microsoft Excel spreadsheet).

The CONTRACTOR shall provide references and samples of their work, especially those involving similar audiences or projects; and resumés for all employees that will be working on the project. All materials used and/or created for the workshops shall become the sole and exclusive property of the STATE.

This project may be terminated, at any time, by either party, upon service of a written notice of cancellation, with ten (10) days' notice. Any modifications to this project shall be made by written amendment, mutually agreed upon by both parties.

PROPOSAL INSTRUCTIONS

Proposals should include the following:

- Fee schedule and outline of covered services. Costs for each item should be itemized. For example, please provide hourly rate or indicate flat fees for specific work, etc.
- Work samples, especially those involving similar audiences or projects;
- Resumes for all staff that will be on the project team;
- List of past clients (3 – 5) with contact information.

All bids are due to the Director's Office no later than 4:00 p.m. on Monday, August 21, 2006. Bids may be mailed to:

Department of Labor and Industrial Relations
830 Punchbowl Street, Room 321
Honolulu, HI 96813

Bids may also be emailed to Celine.G.Ferreira@hawaii.gov, or faxed to (808) 586-9099. If you have any questions regarding this bid, please call (808) 586-8852.